

Wisconsin Department of Safety and Professional Services

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MEDICAL EXAMINING BOARD

MEDICINE AND SURGERY APPLICATION INFORMATION

PLEASE PLAN AHEAD:

Applicants, recruiters, institutions, and others involved in the placement of individuals who seek to be credentialed in the state of Wisconsin should understand that the credentialing process takes time and that credentialing is not guaranteed to any applicant. Factors that determine the length of time it may take to process an application include the length of time the applicant has been in practice, the total number of jurisdictions in which the applicant has been credentialed, and the length of time it takes for supporting documents to be received in the Board office and reviewed.

The application consists of an all-inclusive packet with instructions and information on all applicable requirements. We strive to process applications in a timely fashion. We cannot issue a credential until all of the required documents have been received and reviewed in the Board office.

It is the Department's mission and legislative mandate to provide consumer protection for Wisconsin residents. The Department and the Board have been asked to waive requirements to expedite the process, only to discover legitimate grounds to deny a credential. This can present a serious problem for the applicant, recruiter, or institutions if the applicant has relocated, purchased property, or made other commitments prior to the issuance of a Wisconsin credential. **We urge you not to make these moves until you know that your credential has been issued.** Please "plan ahead" as we cannot speed up the credentialing process or waive supporting documents even in emergency situations.

FEDERATION CREDENTIALS VERIFICATION SERVICE (FCVS):

The Department accepts the physician information profile completed by FCVS through the Federation of State Medical Boards. If you choose to utilize FCVS, you **may not** need to submit DSPS forms to verify the following: Medical School Education (**Form 2164**); Post-Graduate Training (**Form 2165**); reporting of licensure exam scores; Physician Data Center Profile from the Federation of State Medical Boards; National Practitioner Data Bank Report; or ECFMG certificate. You may obtain this service online at www.fsmb.org. **Note: The FSMB Uniform Application (UA) does not provide the same items as the FCVS report. See fsmb.org for more information.**

AN APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:

- Complete application and pay applicable fee(s) in LicensE.
- Signed Authorization and Waiver (Form [571](#))
- Copy of ECFMG certificate if a Foreign Graduate (FCVS), (not applicable for Late Renewal*)
- Medical Education Verification (Form [2164](#)) (FCVS), (not applicable for Late Renewal*)
- Certificate of Post-Graduate Training (Form [2165](#)) (FCVS), (not applicable for Late Renewal*)
- National Board, FLEX, State Board, USMLE, or LMCC score (FCVS), (not applicable for Late Renewal*)
- National Practitioner Data Bank Report (FCVS)
- Physician Profile Data Report from the American Medical Association (AMA), or American Osteopathic Association (AOA)
- Physician Data Center Profile from the Federation of State Medical Boards (FCVS)
- Hospital, Facility, and Employer Verification (Form [2167](#)) for practice in the last 3 years (other than postgraduate training), if applicable
- Letters from all State Boards where licensed, including active and inactive licenses
- Malpractice Suits or Claims (Form [12829](#)) and required court documents, only if applicable
- Proof of 30 hours of CE completed in the previous biennium (applicable for Late Renewal only*)

* "Late Renewal" is an application method to renew a Wisconsin license that has been expired for 5 or more years.

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ENDORSEMENT OF FLEX AND/OR USMLE EXAM SCORES:

Please request an electronic transcript of your USMLE and/or FLEX exam score(s) taken at: <https://usmle.fsmb.org/TranscriptRequests> to be forwarded directly to the Department.

ENDORSEMENT OF NATIONAL BOARDS:

To request an official score document, please log in to your account on the NBME Licensing Exam Services (NLES) website at <https://apps.nbme.org/nlesweb/#/login>. If you have not used the site before, click on the “First-time user? Register here” link. NBME will mail your transcript directly to the Department. Questions regarding this service can be directed to USMLE, <https://www.usmle.org/contact-us>.

ENDORSEMENT OF NATIONAL BOARD OF OSTEOPATHIC MEDICAL EXAMINERS CERTIFICATION:

Submit your request for an “Endorsement of Certification/Official Transcript” and fee to the National Board of Osteopathic Medical Examiners (NBOME) at www.nbome.org. Transcripts must be sent directly from NBOME to the Department.

ENDORSEMENT OF LMCC: (Must be taken after January 1, 1978)

Direct certification from the Medical Council of Canada (LMCC) is required and must be sent directly from LMCC to the Department.

RECIPROCITY OF ANOTHER STATE BOARD EXAM TAKEN PRIOR TO 1972:

Scores must be certified by the State Board where taken and sent directly to the Department. The State Board submitting the information must include all the subjects covered in the examination, scores received, general average, date of the examination, license number, date of issuance, status of licensure, and any information pertaining to disciplinary action.

VERIFICATION OF OTHER MEDICAL LICENSES:

You are required to have each State Board in which you have ever been licensed submit letters of verification to the Department. The letters must indicate your license number, date of issuance, and a statement regarding disciplinary actions. These letters will be required to complete your application for licensure. Verifications should be uploaded directly to your application documents portal or emailed to DSPSCredMedBd@wisconsin.gov. Other states will need your PAR number (received when the application is created) for successful upload.

NATIONAL PRACTITIONER DATA BANK:

All candidates must request the “Practitioner Request for Information Disclosure” (Self-Query) from the National Practitioners Data Bank. Self-Queries (NPDB) can be found at <http://www.npdb.hrsa.gov>.

Select the option that reads “Self-Query.” After the NPDB has completed your request, they will send the Self-Query response directly to you. Once received, you will need to provide a copy of the response to the Department. If you have further questions regarding this report, contact the NPDB helpline at (800) 767-6732.

PHYSICIAN PROFILE DATA REPORT FROM AMA OR AOA:

All MDs applying for licensure must complete the Physician Profile Data Report. This request can be made from the following website: <https://profiles.ama-assn.org/amaprofiles>. You do not need to be an AMA member to request the report.

All DOs applying for licensure may use the AMA or the AOA website at <https://www.aoaprofiles.org/>.

PHYSICIAN DATA CENTER PROFILE FROM THE FEDERATION OF STATE MEDICAL BOARDS:

All candidates must request the “Physician Data Center Profile” from the Federation of State Medical Boards. This request can be made from the following website: <https://www.fsmb.org/PDC/practitioner-direct/>.

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FOREIGN GRADUATES:

- **ECFMG Certificate:** Graduates of foreign medical schools must provide a copy of an ECFMG certificate with “valid indefinitely” status.
- **Fifth Pathway Certificate:** If you participated, you must submit a copy of your Fifth Pathway certificate from the program you attended.

ORAL EXAMS:

The oral exam process in the State of Wisconsin was created under Wis. Admin. Code § [MED 1.06\(1\)](#). **If you are selected to appear for an oral exam**, you will be scheduled to appear before the Review Panel at one of the regularly scheduled Board meetings. If you are selected for an oral examination, an additional oral examination fee of \$266.00 will be required prior to being scheduled for this exam.

VISITING PHYSICIAN:

This restricted license is designed for a graduate of a medical school, or an osteopathic college approved by the Board, who is invited to serve on the academic staff of a medical school in this state as a Visiting Physician.

A Visiting Physician application is separate and distinct from an application for full, permanent licensure. Per Wis. Admin. Code ch. [Med 3](#) an application must include a signed letter from the President or Dean of a medical school, facility, or college in Wisconsin indicating that the applicant intends to teach, research, or practice medicine and surgery at a medical education facility, medical research facility, or medical college in this State as a Visiting Physician. Applicants for the Visiting Physician license must also provide a copy of a current license to practice medicine and surgery in another jurisdiction.

After your completed application is received by the Department, it will be reviewed by the Board. Upon approval, you will be issued a Visiting Physician License. It is valid for one (1) year and remains valid only while the license holder is actively engaged in teaching, researching, or practicing medicine and surgery, and is lawfully entitled to work in the United States. This may be renewed at the discretion of the Board.

The holder of a Visiting Physician license may practice medicine and surgery providing such practice is entirely limited to the medical education facility, medical research facility, or the medical college where the license holder is teaching, researching, or practicing medicine and surgery, and only within the terms and restrictions established by the Board.

ADMINISTRATIVE PHYSICIAN:

This license is designed for an applicant whose primary responsibilities are those of an administrative or academic nature.

The holder of an Administrative Physician license may not examine, care for, or treat patients. An Administrative Physician license does not include the authority to prescribe drugs or controlled substances, delegate medical acts, issue opinions regarding medical necessity, or conduct clinical trials on humans.

Applicants for an Administrative Physician license must also meet the same qualifications for licensure as applicants applying under Wis. Stat. § [448.05 \(2\)\(a\)](#) or [\(b\)](#).

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CODES FOR SPECIALTIES:

Enter specialty code(s) on page 1 of the “Application for Licensure to Practice Medicine and Surgery.”

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| Academic Medicine | 37 | Otolaryngology | 67 |
| Administrative Medicine | 71 | Otorhinolaryngology - ENT | 15 |
| Aerospace Medicine | 33 | Pain | 66 |
| Alcoholism - Chemical Dependency | 49 | Pathology | 16 |
| Allergy - Immunology | 01 | Pathology - Clinical | 17 |
| Anesthesiology | 02 | Pathology - Surgical Anatomic | 72 |
| Aviation Medicine | 32 | Pediatrics | 18 |
| Dermatology | 03 | Pediatrics - Other | 60 |
| Emergency Medicine | 31 | Perinatology | 62 |
| Endocrinology | 56 | Pharmacology - Clinical | 48 |
| Family Medicine | 925 | Physical Medicine and Rehabilitation | 19 |
| Gastroenterology | 06 | Preventive Medicine | 09 |
| General Practice | 08 | Proctology | 36 |
| Genetics | 61 | Psychiatry | 20 |
| Geriatrics | 29 | Psychiatry - Child | 21 |
| Hand Surgery | 64 | Public Health | 22 |
| Hebiatrics | 46 | Radiation - Oncology | 70 |
| Hematology | 07 | Radiology | 53 |
| Hyperbaric Medicine | 65 | Radiology - Diagnostic | 43 |
| Immunology - Infectious Diseases | 47 | Radiology - Nuclear Medicine | 68 |
| Institutional Medicine | 39 | Radiology - Ultrasound | 69 |
| Internal Medicine | 04 | Radiology – Interventional | 946 |
| Internal Medicine - Cardiology | 05 | Research | 34 |
| Internal Medicine - Pulmonary Medicine | 45 | Retired | 24 |
| Neonatology | 63 | Rheumatology | 57 |
| Nephrology | 40 | School Physician | 52 |
| Neurology | 10 | Surgery - Cardiovascular | 44 |
| Neuromuscular Medicine | 926 | Surgery - Colon and Rectal | 54 |
| Neurophysiology | 51 | Surgery - General | 25 |
| Nuclear Medicine | 23 | Surgery - Maxillofacial | 58 |
| Obstetrics and Gynecology | 12 | Surgery - Neurological | 11 |
| Occupational Medicine | 30 | Surgery - Peripheral Vascular | 59 |
| Oncology | 38 | Surgery - Plastic | 26 |
| Ophthalmology | 13 | Surgery - Thoracic | 27 |
| Orthopedic Surgery | 14 | Urology | 28 |